



# Shelter Monitoring Committee

## POLICY SUBCOMMITTEE MEETING MINUTES

[DRAFT]

### SHELTER MONITORING COMMITTEE

JULY 13, 2022, 3:00 PM – 4:15 PM (VIA WEBEX)

**Present:**

*Subcommittee Member Cris Plunkett*

*Subcommittee Member Traci Watson*

*Subcommittee Member Lisa Rachowicz*

**CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS**

*5 min*

*Meeting began at 3:11 PM. There was a quorum present.*

**I. MINUTES**

**ACTION**

**A. June 8, 2022 Minutes**

**Subcommittee**

*5 min*

The Subcommittee reviewed the draft of last month’s Minutes.

*Explanatory document- Draft Minutes*

**Public Comment:** None

**Proposed Action:** *Approve Draft Minutes*

**M/S/C:** *Plunkett/Rachowicz/all present in favor*

*Draft Minutes approved*

**II. OLD BUSINESS**

**DISCUSSION/ACTION**

**A. TRAINING FOR SHELTER STAFF**

**Member Watson**

*20 min*

The [Shelter Training Manual](#) was reviewed. Frequency may not be adequate, e.g., if new employees do not in fact get crucial training until they have been on the job for several months. Focus on COVID may have deemphasized training in other areas. Some shelters have more resources and do more training than others. Enforcement of SOC #31 is the key to helping those with room for improvement.

**Member comment:** Member Watson observed that shelter staff on different shifts are less likely to get all the training others do. Also, the focus seems to be more on shelter leadership than front-line staff. Member Plunkett wonders whether HSH maintains records of training. Member Rachowicz reports the responsibility came back to HSH from the CCC last year. HSH is hoping to review and update the manual during the coming fiscal year. She would be happy to take additional SMC recommendations to her colleagues.

**Public comment:** Kaleese S. says SMC should confirm shelter staff are absorbing the training.

**B. ADJUSTMENT TO CRITERIA FOR SEAT 1**

**Subcommittee**

*10 min*

The Subcommittee considered revised language for the requirements for Seat 1.

*Explanatory document - [Admin Code §20.305](#) (Membership and Organization)*

**Public Comment:** None

**Proposed Action:** *Recommend Committee ask for a change to “Seat 1 shall be held by a person who is either a parent/caregiver who is or has experienced being unhoused, or is currently providing direct service to unhoused families.”*

**M/S/C:** *Rachowicz /Plunkett/all present in favor*

*Draft Minutes approved*

### III. NEW BUSINESS

#### *DISCUSSION/ACTION*

#### A. REVISIONS OF STANDARDS OF CARE

##### **Subcommittee**

*15 min*

Members think SOC #15 could be augmented to cover bicycles. Lack of security likely dissuades unhoused people from seeking emergency shelter. Unfortunately, some sites may not have the room, so it was decided to recommend to the full Committee to ask HSH to assess the situation before proceeding. Members were not sure how to address SOC #29, which may have become irrelevant, insofar as the time limits have largely been eliminated. Revising SOC #32 to remove the qualifier “for sleeping,” to clarify that the goal is that shelters make the best use of its space possible, is viewed favorably. *Explanatory document – [Admin Code §20.404](#) (Standards of Care).*

**Public Comment:** Kaleese S. suggested locks and a ticketing system to store the bicycles of as many guests as each site has room for. She and Angie D. pointed out that staff bicycles are protected, so it is reasonable to ask if similar arrangements could be made for client bicycles, stating that the goal should be to support the shelter in its efforts to improve service.

*Proposed Actions: (1) Ask HSH to provide a report, at the August 17, 2022 Committee meeting, assessing the practicability of requiring secure storage for the bicycles of guest; and (2) Send a motion vis-à-vis SOC #32 to the full Committee for review and vote.*

**M/S/C: Plunkett/Watson/all present were in favor.**

***Motion approved for review by the SMC at their next meeting.***

#### B. AGENDA SETTING FOR FUTURE MEETINGS

#### *DISCUSSION*

##### **MEMBERS**

*5 min*

Moving to a more specific change in SOC #15 can be discussed once the assessment is done. It was suggested that shelters might need assurance that that they would not be taking on significant legal liability to encourage them to do everything within reason to house the bicycles of their clients.

### IV. PUBLIC COMMENT

*5 min*

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**Public comment:** no comments received.

### V. ADJOURNMENT

***Proposed Action: Approve adjournment***

**M/S/C: Plunkett/Rachowicz/all present in favor**

*Meeting adjourned at 4:20 PM*

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Action Item	Assigned To
Share draft inspections forms for Navigation Centers.	Staff (Angie David)
Arrange for tours to be offered of Navigation Centers.	Member Rachowicz

